



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1603 DODDITTE AVENUE
FORT WORTH TX 76127-1603

COMNAVRESREDCOMREGIONELEVENINST 5232.03
Code NO15
6 723 000

COMNAVRESREDCOMREGION ELEVEN INSTRUCTION 5232.03

Subj: COMMAND EVALUATION PROGRAM

Ref: (a) OPNAVINST 5000.52A
(b) COMNAVRESFORINST 5232.1B
(c) SECNAVINST 7700.7

1. Purpose. To establish REDCOM Eleven policy and guidance for the Command Evaluation (CE) program.

2. Cancellation. FEDCOMREGINST 5032.1A

3. Background. Reference (a) provides policy and guidance for Command Evaluation (CE) within the office of the Chief of Naval Operations and at subordinate commands and activities. The CE Program provides commanding officers with a program to review and evaluate operations within their command.

4. Policy. Our policy is to conduct all operations with integrity, overall economy and efficiency ensuring individual accountability for all functional assignments. To ensure implementation of this policy, the CE program is established at the Readiness Command.

5. Discussion. The CE program provides commanding officers an independent and objective in-house means to detect deficiencies, improprieties or inefficiencies in their operation and provides a means to formulate recommendations to correct conditions which adversely impact mission accomplishment. Essentially, this program is a process review. It provides an evaluation of an operation or function to help prevent fraud, waste, illegal practices or mismanagement. A CE is accomplished by conducting reviews, studies, analyses or evaluations of a command's operation. A CE is not an audit. Audits are a formal, official examination performed following generally accepted government auditing standards using guidance of the Auditor General of the Navy.

6. Staffing. Personnel assigned to the CE function should have qualifications and technical expertise in the area to be evaluated. The CE staff should collectively possess adequate professional proficiency and knowledge for the tasks required. The number of persons assigned will depend on the complexity, size and number of evaluations to be performed.

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7. Organization. The staff personnel who perform the CE function will report to the Readiness Commander and shall be independent of

e. Reporting. The results of a CE evaluation shall be submitted in a timely manner.

11. File Requirements. To ensure the adequate retention of documentation supporting the CE Program, each completed review should be retained in a separate folder, file or binder as appropriate. Each review should be supported at a minimum by the CS report signed by the head of CE and work papers to document the detailed work performed.

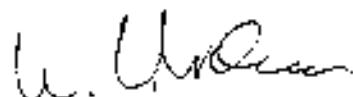
12. Restrictions. CE personnel will not perform audits as part of the CE function. Audits require compliance with generally accepted auditing standards and oversight from the Auditor General of the Navy.

13. Action. CNRRC REG Eleven (Code NCIF) will:

a. Perform annual reviews on CE reports, inspections, external audits, and contract management reviews to ensure proper corrective action to recommendations and deficiencies has been taken.

b. Establish and execute a CE program using the guidance provided by this instruction and references '(a)', '(b)', and '(c)', and promulgate an annual staff CE plan.

c. Per reference '(b)', prepare and submit the input to the Semiannual Report to Congress (DD-IG(SA)1717(7000)) to COMNAVRESFOR (N0023) by 28 February and 31 August.



U. L. NOLEN

Distribution: (RED)COMREGIIINST 5216.1M)
List A, B-2

